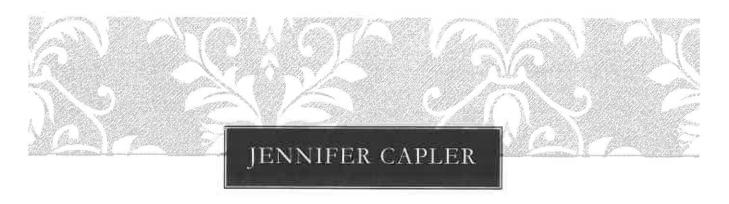


Mr./Ms. Mrs. Jenniser Coplet Employer Beeves Business Consulty.
Home Address 1860 D. Love Pine Ave Business Address 1860 N. Love Pine Ave
Spring Stall MO Zip 65803 Spril MO Zip 65803
Home Phone 417-851-7341 Business Phone 417-851-7341
E-mail address jen. reeves Nove @ gmail. com
Do you live in the Springfield City Limits? Yes X No If yes, how long?
Previous employers and positions Vielnam Veslerons & Amorica, Ch. 3/7-Service
Special Qualifications 2 yrs of Research into political leadership
Educational Background MBA
Dochoral hearner > Dochor of Management in Organizational Leadership focusing on Emotional Intelligence
en political leadership decision making
Community activities and offices held Mothershal Coach for Thireshy
References Paul Lombardo (417) 209-7757 Sonya Lombardo (417) 209-9048 References Paul Lombardo (417) 209-9048 References Paul Lombardo (417) 209-9048
Please attach resume. Signature: Date: 50 d. 7,2016



jen.reevesdove@gmail.com ♦ Springfield, Missouri ♦ 417-851-7341

Seeking the City council position to utilize my expertise while enriching my knowledge, providing an opportunity to collaborate among a team environment to enhance the growth of the City while assisting others.

Creative and business-savvy professional. Over 15 years of progressive experience across a broad range of business management, administrative, and human resource functions within diverse industry segments. Proven ability to combine vision, creativity, and strong business acumen with well-developed leadership and management qualities to support business administration and human resources for organizational success.

EXPERIENCE

Business Leadership & Management

Business Strategy and Development
Marketing and Advertising
Business Law and Ethics
Human Relations
Government Regulations and Reporting
Insurance Requirements and Regulations
General Liability Insurance Auditing

Human Resources

Contract Negotiation

Health Insurance

Worker's Compensation Claims

Recruitment, Interviewing, & Selection of Personnel

Evaluations

Training & Supervision

Personnel Records

Employment Laws and Regulations

Motivation

SKILLS

Organization

Prioritizing

Attention to detail

Verbal and written communication

Time management

Business correspondence, reports, and charts

Project management

Event coordination and planning

Customer relations and service

COMPUTER & OFFICE

Microsoft Office 2013: Word, Excel, PowerPoint, Outlook, Publisher, OneNote

Adobe Acrobat

Various office equipment

EDUCATION

University of Phoenix

Doctor of Management in Organizational Leadership

In Progress - Estimated completion: 2017

University of Phoenix

Master of Business Administration

October 2012